

INTERNAL USE ONLY

1 March 1969

MEMORANDUM FOR : School and Staff Chiefs

SUBJECT : Training Officer Assistance

1. For many years within OTC we successfully circumvented our own procedures through improvisation while requiring other officers to work through a Training Officer. Since absorbing the latter responsibility I have received some inquiries from your subordinates expressing interest in doing things in a procedurally proper fashion.

2. As long as material which normally would be handled, examined, and signed by a Training Officer is transmitted to me for ST designation I foresee no need for writing supplemental procedures at this time.

3. On the other hand, we accomplish a great deal by phone and you may be interested to know that both [redacted] (ent. 4305) and Marie [redacted] (ent. 0272) are carrying out supplemental duties that in other components are variously referred to as Assistant Training Officer or Training Assistant. I believe we can give you quickest service if you ask Anne to make any necessary arrangements on scheduling individual testing with IAS, language proficiency testing with IAS, handling a training report on an OTC employee, or arranging for ST designation to take training with another component. Marie handles the rest.

4. If this causes you any confusion, have no alarm. Either girl is ready to back up the other.

Register/TB

cc: [redacted]

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NO CHANGE in Class. ☒
☐ DECLASSIFIED
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